The Commons National School

Tender Response Document (TRD)

In respect of:

Call for Tenders for the provision of Cold Lunch and/or Afterschool Club(s) to Primary Schools under the Department of Social Protection's School Meals Scheme to the Contracting Authority

Contracting Authority Name	**The Commons National School**
Contracting Authority Address	**The Commons, Killybegs, Co. Donegal.**
Publication Date	Per Table 2 of the published CFT
Tender deadline date and time	Per Table 2 of the published CFT
Last date and time for clarifications	Per Table 2 of the published CFT

For the avoidance of doubt:
When completing this TRD, Tenderers must first read and understand the published CFT (including any clarifications provided via the eTenders platform), to ensure they fully comprehend what they must include in their Tender Submission.

For the avoidance of doubt, where a Tenderer does not use the published TRD and / or alters the published TRD (for example, overlays its own company branding), its Tender submission will be eliminated from the Competition.

Note: All Responses submitted in this Tender Response Document by the Tenderer, are subject to the rules, conditions and stipulations as set out in the Published CFT by the Contracting Authority.

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SECTION 1

TENDERERS AND THIRD-PARTY DETAILS (if any)

STANDARD TENDERER INFORMATION	
Full Legal Name of Tenderer (Firm)	<Click here and insert details>
Registered Company Address	<Click here and insert details>
Contact Name for this procurement	<Click here and insert details>
Contact Mobile for this procurement	<Click here and insert details>
Contact Email for this procurement	<Click here and insert details>
Company Registration Number	<Click here and insert details>
Country of Registration	<Click here and insert details>
Website Link to Company Registration Portal	<Click here and insert details>
Other parties (if any) involved in this Tender submission with the above-named Tenderer.	
Legal Status (if any) **[E.g. Partnership, Prime Sub, Consortia]**	<Click here and insert details>
Subcontractor 1 / Consortium Member 1 Name	<Click here and insert details>
Subcontractor 1 / Consortium Member 1 responsibility under this procurement	<Click here and insert details>
Subcontractor 2 / Consortium Member 2 Name	<Click here and insert details>
Subcontractor 2 / Consortium Member 2 responsibility under this procurement	<Click here and insert details>

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SECTION 2	
Mandatory Requirement Confirmation	
MR01 Tenderers must confirm they attended the Mandatory Site Visit arranged by the Contracting Authority on the date set out in Table 2 of the published CFT; and	☐
Tenderers must also confirm they have submitted their Declaration as required in Mandatory Requirement MR01 as a separate document (found at Appendix 1 below). **For the avoidance of doubt**, where a tenderer has not attended the mandatory site visit and submits a tender, it's tender will be deemed to have failed the Mandatory Requirement, and its tender will not be evaluated in respect of the Qualitative Award Criteria and will be eliminated from further participation in the Competition. **Actions Required:** Confirm by ticking the boxes and submit the declaration with your Tender.	☐

SECTION 3	
Declaration of no conflicts of interest and no anti-competitive behaviour	
Tenderers must declare in-line with: • clause 2.18 of the CFT that the preparation of their Tender was carried out independently; and	☐
• clause 2.14 of the CFT that they have not colluded on pricing or terms with others.	☐
Tenderers must confirm the above and submit a declaration covering the two requirements above, on their own business headed paper and signed by an authorised official of the Tenderer, as a separate document. **Actions Required:** Confirm by ticking the boxes and submit the declaration with your Tender.	☐

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SECTION 4

Insurance Declaration

Tenderers are reminded of CFT paragraph 2.21. The successful Tenderer shall be required to hold for the term of any Service Contract awarded pursuant to this competition insurances of the type and to the level specified in the CFT. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful tenderer prior to the award of any Service Contract. If a Tenderer is unable to demonstrate that it has the required insurance within the time period specified by the Contracting Authority it will not be eligible to be awarded the Service Contract.

Type of Insurance	Indemnity Limit
Employer's Liability*	**€13 million limit,** for any one claim or series of claims arising out of a single occurrence and unlimited in the period of insurance.
Public Liability*	**€6.5 million limit,** for any one claim or series of claims arising out of a single occurrence per period of insurance.
Product Liability*	**€6.5 million limit,** for any one claim and in the aggregate per period of insurance.
Motor Cover	**Minimum limit, of €1.3 million** for third party property damage for any one accident. The successful Tenderer must ensure the motor insurance covers the activities set out under the CFT.
Crime Insurance	**€100,000,** Any one claim.
Cyber Liability	**€1 million,** Any One Claim and in the aggregate per Insurance policy year.
***The Employers Liability, Public Liability and Product Liability policies must include an indemnity to principal's clause.	

Tenderers Declaration Confirmation	Please confirm
We shall, if awarded any contract pursuant to CFT, have in place on the Effective Date of the Service Contract, insurances as required by Section 1 (2.21) of the CFT and set out above. **Action Required:** Confirm by ticking the box.	☐

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SECTION 5

Selection Criteria

Tenderers will either pass OR fail each of the Selection Criteria in this part 3.2.
A Tenderer who fails a selection criterion will be excluded from participating in this Competition.

Selection Criterion 1. Economic and Financial Standing

Tenderers must: Demonstrate that they have generated **a minimum annual turnover equal to or greater than the amount as set out in Table 2 of the CFT** for each of the three (3) financial years immediately preceding the date of publication of this CFT. For the avoidance of doubt, where Tenderers are submitting a Tender as a Consortium this turnover requirement may be satisfied by combined annual turnover of the consortium members.

Supporting Documentation required: Copies of the audited financial statements for each of the three (3) immediately preceding financial years.

For the avoidance of doubt, Tenderers must submit the documentation requested above with their Tender submission.

However, where the Tenderer is unable, for a valid reason, to provide the specified documentation, the Tenderer must inform the Contracting Authority of the valid reason as to why the documentation cannot be supplied and, if the Contracting Authority considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of the Contracting Authority, their economic and financial capacity.

Actions Required:

1) state in the table below, your turnover in each of the three (3) financial years immediately preceding the date of publication of this CFT;
2) submit with your tender your financial statement with your Tender.

Turnover amounts for the last three financial Years		
Insert year and delete this text	Insert year and delete this text	Insert year and delete this text
Insert turnover and delete this text	Insert turnover and delete this text	Insert turnover and delete this text

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Selection Criterion 2. Technical and Professional Ability

Tenderers must declare in the TRD that they satisfy the technical and professional requirement(s) set out below and that they can demonstrate by providing the supporting documentation specified below to the Contracting Authority in each case:

1) **Tenderers must confirm** that they are registered as Food Business Operators (FBOs) with the Health Service Executive (HSE), or the Department of Agriculture, Food and Marine (DAFM), as appropriate to their operation.

   Supporting Documentation required: Copy of acknowledgement of notification letter or copy of approval certificate from the competent authority must be submitted with their Tender.

   Where the delivery of this Contract results in any significant changes to the successful Tenderer's normal food business operations, the successful Tenderer shall:

   - Inform its competent authority, prior to commencement, of any such changes arising from the performance of this Contract;
   - Review and, where appropriate, update its Food Safety Management System (including HACCP-based procedures) to reflect the new or revised activities associated with the provision of School Meals; and
   - Retain records demonstrating that these reviews and updates have been undertaken.

   The successful Tenderer may be requested to confirm to the Contracting Authority that the competent authority has been notified and that appropriate food safety controls remain in place.

   Actions Required:

Tenderers Confirmation of registration as an FBO	Please confirm
We confirm: a) We are registered as a Food Business Operator (FBO); Or b) We have submitted the notification to be registered as an FBO to the competent authority and have received a confirmation of receipt. **Action Required:** Confirm by ticking the relevant box.	☐ ☐

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We confirm we are registered with or have submitted our application to the following competent authority. **Action Required:** confirm the relevant authority in the box.	
Action Required: submit copy of acknowledgement of notification or copy of approval certificate from the competent authority.	

2) **Tenderers must demonstrate** that they have the level of experience and capacity to deliver the Services required, as set out in this CFT, by **providing details of at least three (3) previous contract examples** (public sector or private sector) which operated within the last three years and collectively, demonstrating that they have successfully delivered catering services of a similar nature (**for the avoidance of doubt, this does not have to be for school meals**), scale and value to those detailed in this CFT and in Appendix 1 below in the last three years.

In respect of the previous contracts submitted, to pass this selection criterion, combined the contract examples must meet each of the following:

Nature: Must have been a food catering service contract;

Scale*: Average number of meals produced/delivered per day over the term of the contract examples **collectively** must have been **60%**** or more of the number of meals required in this Competition;

***For the avoidance of doubt, each previous contract example does not have to meet the 60% threshold. A Tenderer may submit more than three previous contracts that, when combined, meet the 60% threshold (over the same period of time).**

****** **The total maximum possible number of meals required for the duration of the contract is set out in Table 1 of the CFT.**

Supporting Documents Required: Tenderer must provide the contract examples and referee contact details in the table provided in Section 9 below for each of the contract examples given.

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In addition, Tenderers must also provide with their Response a **written reference from three of the named referees** in respect of three (3) (only) of the previous contract examples submitted.

Each reference provided must confirm and be of sufficient detail so as to satisfy the Contracting Authority as to the veracity of the information provided. These references must be either provided as a scanned copy of a letter which has been duly signed by the reference organisation's authorised representative or provided in a format which is fully traceable to the reference organisation's authorised representative, such as an email with the sender's email address clearly shown.

In order to verify a contract or reference, or in the event of insufficient detail in the reference, the Contracting Authority may contact any of submitted referees for verification purposes without prior notice to the Tenderer.

For the avoidance of doubt, Tenderer's must submit the documentation requested above with their submission**.**

Actions Required:

Tenderers previous Contract example's	Please confirm
We confirm we have submitted: a) three previous contract examples using Section 9 below. b) a client reference for each of the three previous contract examples submitted. **Action Required:** Confirm by ticking both boxes.	☐ ☐

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SECTION 6

Award Criteria

Requirements which are subject to Qualitative Assessment

1,000 marks are available in total for this section.

The Qualitative Award Criteria are set out below and will be subject to Qualitative Assessment by the Contracting Authority. Tenderers' responses to these Qualitative Assessment requirements will be evaluated and scored in accordance with the scoring methodology set out below. 1,000 marks are available in total for this section.

For the avoidance of doubt, where a qualitative award criterion is further broken down into sub-criteria and/or sub-sub-criteria, Tenderers are required to achieve the minimum pass mark of 70% for each individual sub-criterion and or sub-sub criterion where indicated.

If the Tenderer fails to achieve the requisite minimum score of 70% for any one criterion, sub-criterion or sub-sub-criterion as indicated below, then the Tenderer will be eliminated from further participation in the Competition.

Tenderers in responding to the award criteria below must do so based on the Contracting Authorities requirements as set out in the CFT.

Qualitative Criteria (QA)	Maximum Score	Minimum Score Required
Award Criterion A. Quality of Service Provision	**150 marks**	**As per each sub-criterion**
The Contracting Authority requires a consistent, safe and efficient catering service to be provided by the successful Tenderer. The operation of the catering service is critical to the success of the Services required as set out in this CFT and in particular Appendix 1 below. The Contracting Authority requires Tenderers to describe their approach under the following two sub-criteria: **A.1. Food Ordering System** **A.2. Food Service** Tenderers **must** demonstrate, by providing a clear and comprehensive description in the TRD, how their proposed catering services will meet with the requirements in A.1 and A.2 below. **To pass Award Criterion A,** Tenderers must achieve 70% of the marks available in each sub-criterion A.1 and A.2 as set out below.		
Sub-criterion A.1. A food ordering system (e.g. app, website, e-mail, etc.) through which club meals can be ordered and adjusted, including details on how to order and time limits for	70 marks	49 marks

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ordering and changing orders Imagery of the ordering system **must** be provided as part of the Tender. Tenderers **must** demonstrate, by providing a clear and comprehensive description in the response box below, how their proposed catering services will meet with this requirement.		
Tenderers to expand this box to insert their response to Sub-Criterion A.1 only.		
Sub-criterion A.2. **Food service,** including delivery to agreed drop off point(s) on the Client premises, individual packaging and labelling and the provision of cutlery (where required) and napkins. Imagery of individual packaging and labelling **must** be provided as part of the Tender. Tenderers **must** demonstrate, by providing a clear and comprehensive description in the response box below, how their proposed catering services will meet with this requirement.	80 marks	56 marks
Tenderers to expand this box to insert their response to Sub-Criterion A.2 only.		
Award Criterion B. Food Plan and Food Standards	**500 marks**	**As per each sub-criterion or sub-sub-criterion**
The Contracting Authority requires a consistent, safe and efficient catering service to be provided by the successful Tenderer. The operation of the catering service is critical to the success of the Services required as set out in this CFT and in particular Appendix 1 below. The Contracting Authority requires Tenderers to describe their approach under the following two sub-criteria: **B.1. Food Plan** **B.2. Food Standards** Tenderers **must** demonstrate, by providing a clear and comprehensive description in the TRD, how their proposed catering services will meet with the requirements in B.1 and B.2.A, B.2.B and B.2.C below. **To pass Award Criterion B,** Tenderers must achieve 70% of the marks available in sub-criterion B.1 and achieve 70% of the marks available in each of the sub-sub criterion B.2.A, B.2.B and B.2.C as set out below.		
Sub-Criterion B.1. Food Plan The Contracting Authority requires a food plan which provides fresh, healthy and nutritious food consistently. The food plans must be reviewed regularly to provide variety and choice, including for students with special dietary requirements and which encompasses changes to the nutritional standards over the Term of the proposed Contract. Tenderers **must** propose a food plan which meets the food requirements for the selected club(s) in table one above and which meet the individual meal constituents of the club(s) chosen set out in table 3 of Appendix 1 below. The Food Plan must also include options and choices to accommodate students with food intolerances, allergies and	230 marks	161 marks

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religious observance, including for example lactose-free, gluten-free, vegetarian, vegan and halal options; available per day and per week. Tenderers **must** demonstrate, by providing a clear and comprehensive description in the response box below, how their proposed catering services will meet with this requirement.		
Tenderers to expand this box to insert their response to Sub-Criterion B.1 only.		
Sub-Criterion B.2. Food Standards The Contracting Authority requires a catering service which maximises and maintains a high standard of food nutrition, quality, variety and freshness of food items proposed which meets the club(s) requirements as set out in table 3 Appendix 1 below. Tenderers **must** describe their approach for:		
Sub-Sub Criterion B.2.A ensuring food nutrition, quality freshness and variety as set out in table 3 Appendix 1 below. The approach **must** also include their approach to mitigate against menu fatigue. Tenderers **must** demonstrate, by providing a clear and comprehensive description in the response box below, how their proposed catering services will meet with this requirement.	90 marks	63 marks
Tenderers to expand this box to insert their response to Sub-Sub-Criterion B.2.A only.		
Sub-Sub Criterion B.2.B ensuring the correct food temperature, in compliance with Food legislation, from the point of delivery, up to the time of consumption. Tenderers **must** demonstrate, by providing a clear and comprehensive description in the response box below, how their proposed catering services will meet with this requirement.	90 marks	63 marks
Tenderers to expand this box to insert their response to Sub-Sub-Criterion B.2.B only.		
Sub-Sub Criterion B.2.C avoiding food cross-contamination in respect of food allergies, food intolerances and other dietary requirements including but not limited to: lactose-free, gluten-free, religious observance, halal, vegetarian, and vegan. Tenderers **must** demonstrate, by providing a clear and comprehensive description in the response box below, how their proposed catering services will meet with this requirement.	90 marks	63 marks
Tenderers to expand this box to insert their response to Sub-Sub-Criterion B.2.C only.		
Award Criterion C. Contract Performance Management	**150 marks**	**As per each sub-criterion**
The Contracting Authority requires a consistent, safe and efficient catering service to be provided by the successful Tenderer. The operation of the catering service is critical to the success of the Services required as set out in this CFT and in particular Appendix 1 below.		

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<table>
<tr><td colspan="3">The Contracting Authority requires Tenderers to describe their approach under the following two sub-criteria:

C.1. Contract Management

C.2. Complaint / Incident Management

To pass Award Criterion C, Tenderers must achieve 70% of the marks available in sub-criterion C.1 and C.2 as set out below.</td></tr>
<tr><td>Sub-Criterion C.1. Contract Management

The Contracting Authority requires the successful Tenderer to deliver the Service as set out in Appendix 1. Contract management and the performance of the successful Contractor is a critical success factor.

The Contracting Authority requires the assignment of a Key Account Manager (KAM) who will have overall responsibility for the delivery of the Service to the Contracting Authority and must have proven experience in successfully delivering similar services as set out in section 6 of the Appendix 1 below.

Tenderers must demonstrate, by providing a clear and comprehensive description in the TRD how their proposed KAM will manage the delivery of the Service including the KAM's role as set out in Appendix 1 below.

Tenderers must also provide a curriculum vitae (max 2 A4 pages) including relevant previous experience in the role for their proposed KAM.

Tenderers should note where they submit a CV with more than 2 pages, the evaluation team will not take into consideration information contained after page 2.</td><td>50 Marks</td><td>35 Marks</td></tr>
<tr><td colspan="3">Tenderers to expand this box to insert their response to Sub-Criterion C.1 only.</td></tr>
<tr><td>Sub-Criterion C.2. Complaint / Incident Management

The Contracting Authority requires the service to be provided by the successful Tenderer as per the requirements set out in Appendix 1 below.

Tenderers <u>must</u> set out their proposed approach to dealing with, managing and resolving complaints/incidents including but not limited to the following critical areas of the services:
- product recall;
- food contamination e.g. foreign bodies/chemicals;
- customer complaints;
- incidents <u>of a medical nature</u> (e.g. food borne illness, allergies, food poisoning);
- food quality.
Tenderers should note that the Contracting Authority has set out its Contract performance requirement in Schedule D: (Service</td><td>100 marks</td><td>70 marks</td></tr>
</table>

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Level Agreement) of the Services Contract appended at Appendix 5. Tenderers **must** demonstrate, by providing a clear and comprehensive description in the TRD, how their proposed catering services will meet with this requirement.		
Tenderers to expand this box to insert their response to Sub-Criterion C.2 only.		
D. Green Procurement and Sustainability	**200 marks**	**As per each sub-criterion or sub-sub-criterion**
The Contracting Authority requires the greenest catering service possible meeting or exceeding, the requirements set out in Appendix 1 below. The Contracting Authority requires Tenderers to describe their approach under the following two sub criteria: **D.1 Environmental Waste Prevention and Minimisation** **D.2 Sustainable Purchasing Policy** Tenderers **must** demonstrate, by providing a clear and comprehensive description in the TRD, how their proposed catering services will meet with the requirements in D.1 and D.2 below. **To pass Award Criterion D,** Tenderers must achieve 70% of the marks available in sub-criterion D.1 and D.2 as set out below.		
Sub-Criterion D.1 Waste Prevention and Minimisation The Contracting Authority aims to minimise waste on its school campus. Tenderers are required to detail their approach to: - waste prevention and minimisation of all forms of waste, with a specific focus on food waste prevention, taking into account Ireland's commitment to reduce food waste by 50% by 2030, (in line with target T3 in Buying Greener); - environmentally friendly recyclable packaging materials (including compostable/ biodegradable where possible) in line with the Sectoral Target T4 from Buying Greener and Directive (EU) 2019/904; - their commitment to reducing plastics and non-recyclable materials in packaging and food service. Tenderers **must** demonstrate, by providing a clear and comprehensive description in the TRD, how their proposed catering services will meet with this requirement.	100 marks	70 marks
Tenderers to expand this box to insert their response to Sub-Criterion D.1 only.		

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Sub-Criterion D.2 Sustainable Purchasing Policy Tenderers are required to detail how their purchasing policy contributes to environmental and social sustainability. This may include (but not be limited to), for example: including waste minimisation as a factor in purchasing decisions, favouring local suppliers to reduce transport miles and to support the local economy, favouring seasonal and local produce. Tenderers **must** demonstrate, by providing a clear and comprehensive description in the response box below, how their proposed catering services will meet with this requirement.	100 marks	70 marks
Tenderers to expand this box to insert their response to Sub-Criterion D.2 only.		
For the avoidance of doubt, Tenderers are advised the Contracting Authority, with the exception of the CV submitted for C.1 above, will evaluate the responses in the relevant response box in a sub-criterion or sub-sub-criterion only. **Tenderers should note all award Criteria including sub criteria and sub-sub criteria where applicable, will be evaluated holistically.**		

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SECTION 7

Confirmation as to Personal Circumstances of Tenderer

1. We confirm by submitting a Tender that all personnel who are members of the administrative, management or supervisory body of the Tendering company/organisation nor any person who has powers of representation, decision or control in the Tendering company has:

   a. ever been the subject of a conviction for:

      i) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
      ii) as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of the Contracting Authority or the law of the state in which the Tendering company is established;
      iii) fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;
      iv) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or for inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision;
      v) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
      vi) child labour and other forms of trafficking in human beings as defined in Article 2 of directive 2011/36/EU of the European Parliament and of the Council.

   b. And the Tendering company:

      vii) is not in breach and has not breached its obligations relating to the payment of taxes. or social security contributions;
      viii) has carried out the preparation of the Tender independently;
      ix) has, in the performance of all public contracts, complied with applicable obligations in the field of environmental social and labour law that apply at the place where the works are carried out or the services provided, that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016);
      x) is not bankrupt or the subject of insolvency or winding-up proceedings, its assets are not being administered by a liquidator or by the court, it is not in an arrangement with creditors, its business activities are not suspended nor is it in any analogous situation arising from a similar procedure under national laws and regulations;
      xi) is not guilty of grave professional misconduct;
      xii) has not shown significant or persistent deficiencies in the performance of a

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xiii) substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;

xiv) is not guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the Selection Criteria for this Competition and did not withhold such information and did not fail or is not able to submit supporting documents in respect of this Competition as required under Regulation 59 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016);

xv) has not undertaken to unduly influence the decision-making process of the Contracting Authority in respect of the Competition, or obtain confidential information that may confer upon it undue advantages in respect of the Competition; or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award;

xvi) does not come within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 or any subsequent amendments to same).

We understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future tenders, this confirmation is made for the benefit of the Contracting Authority.

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SECTION 8	
Checklist	
TENDER SUBMISSION CHECKLIST	
1. Confirmed Site Visit Attendance. (As required in section MR01 of 3.3.1 of the CFT).	☐
2. Submission of the required Declaration (at Appendix 1 below). (As required in MR01 of section 3.3.2 of the CFT).	☐
3. Submission on Tenderers letterhead and signed by an authorised official of the Tenderer declaring the preparation of their Tender was carried out independently; and they have not colluded on pricing or terms with others.	☐
4. Inserted in the Turnover table your company's Turnover for the last three years.	☐
5. Statement of Accounts (x3). (As required in section 3.2.A of the CFT).	☐
6. Previous Contract Examples (minimum of 3). Must be completed in Section 9 of this TRD. (As required in section 3.2.B of the CFT).	☐
7. References (x3). (As required in section 3.2.B of the CFT).	☐
8. Tenderer's Statement. Must be printed on the Tenderers' headed notepaper and signed by the Tenderer. (See Appendix 3 of CFT).	☐
9. Copy of acknowledgement of notification letter or copy of approval certificate from the competent authority reflecting the Tendering company's FBO status.	☐
10. Completed responses to all Award Criteria, Sub-Criteria or Sub-Sub-Criteria. (As required in Section 6).	☐
11. Submitted CV for the proposed KAM.	☐
12. Actioned all of the "Actions Required" in this TRD.	☐

The above check list is to aid each tender in compiling their tender submission.

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SECTION 9

Previous Contract Examples

The Contracting Authority requires Tenderers to return the details of each of their proposed previous contract examples being relied on in response to each criterion in part 3.2.B of this CFT. Tenderers can expand the row sizes to display their full Response to each item.

Tenderers should copy the table below for each of their contract examples and number the additional tables accordingly. Please note that the information provided in relation to each of the examples is mandatory and will be considered in Passing or Failing the Tenderers three proposed previous contracts.

Tenderers must provide details of **three contract examples**, which will be assessed collectively against the resulting daily reference number to determine whether it meets the minimum delivery requirement of **60%** or more of the required meals.

For the avoidance of doubt, Tenderers must submit the documentation requested above with their Tender submission**.**

For the avoidance of doubt, where a Tenderer does not use the published TRD and / or alters the published TRD (for example, overlays its own company branding), its Tender submission will be eliminated from the Competition.

Previous Contract No1:	
Details Required	**Tenderer's Response**
i. Name of client.	
ii. Contact details for client. (Including email and contact number). This is a Mandatory Requirement.	
iii. Industry sector.	
iv. Total contract value.	
v. Tenderer's share of the total contract value.	
vi. Legal name of the Prime Contractor that delivered the contract.	
vii. Company Registration Office (CRO) Number of the Prime Contractor that delivered the contract.	
viii. Role of Prime Contractor and subcontractors (where applicable).	
ix. Contract start date.	
x. Contract end date or expected end date.	
xi. Detailed contract description.	
xii. Volume of meals sold daily, and the range of food provided.	
xiii. Operating hours per day/per week and staffing resources to meet the demand.	
Please detail how this contract is comparable in nature and scale with the contract being tendered.	

For the avoidance of doubt, where a Tenderer does not use the published TRD and / or alters the published TRD (for example, overlays its own company branding), its Tender submission will be eliminated from the Competition.

Previous Contract No2:	
Details Required	**Tenderer's Response**
i. Name of client.	
ii. Contact details for client. (Including email and contact number). This is a Mandatory Requirement.	
iii. Industry sector.	
iv. Total contract value.	
v. Tenderer's share of the total contract value.	
vi. Legal name of the Prime Contractor that delivered the contract.	
vii. Company Registration Office (CRO) Number of the Prime Contractor that delivered the contract.	
viii. Role of Prime Contractor and subcontractors (where applicable).	
ix. Contract start date.	
x. Contract end date or expected end date.	
xi. Detailed contract description.	
xii. Volume of meals sold daily, and the range of food provided.	
xiii. Operating hours per day/per week and staffing resources to meet the demand.	
Please detail how this contract is comparable in nature and scale with the contract being tendered.	

For the avoidance of doubt, where a Tenderer does not use the published TRD and / or alters the published TRD (for example, overlays its own company branding), its Tender submission will be eliminated from the Competition.

Previous Contract No3:	
Details Required	**Tenderer's Response**
i. Name of client.	
ii. Contact details for client. (Including email and contact number). This is a Mandatory Requirement.	
iii. Industry sector.	
iv. Total contract value.	
v. Tenderer's share of the total contract value.	
vi. Legal name of the Prime Contractor that delivered the contract.	
vii. Company Registration Office (CRO) Number of the Prime Contractor that delivered the contract.	
viii. Role of Prime Contractor and subcontractors (where applicable).	
ix. Contract start date.	
x. Contract end date or expected end date.	
xi. Detailed contract description.	
xii. Volume of meals sold daily, and the range of food provided.	
xiii. Operating hours per day/per week and staffing resources to meet the demand.	
Please detail how this contract is comparable in nature and scale with the contract being tendered.	

For the avoidance of doubt, where a Tenderer does not use the published TRD and / or alters the published TRD (for example, overlays its own company branding), its Tender submission will be eliminated from the Competition.

Appendix 1

MR01 Declaration

Tenderer to copy this declaration onto their company letterhead, complete and sign and submit.

Declaration

following Mandatory Site Visit (MR01)

Replace with Tenderers legal name confirm:

1. We have attended a site visit in accordance with MR01, to replace with school legal name at address on replace with date of site visit. The following personnel from our company and/or advisors were in attendance:

   Name of attendees:

   _____
   _____
   _____

2. We have carried out a preliminary risk assessment in accordance with the requirements of SDG 02-TN06 and in the event we are the successful Tenderer we undertake to comply with all the health and safety requirements.

3. We further confirm if we are successful in the obtaining a contract following the successful completion of the procurement competition that we will comply with all the requirements of SDG 02-TN06 and all other statutory requirements including Building Regulations, Food legislation and Health & Safety legislation.

Tenderers to sign here

Signed by an authorised official of the Tendering company

Dated